



# CAREER CENTER

TEXAS A & M UNIVERSITY



# Career Guide

2015 - 2016



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**Mahindra**  
Rise.

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2015 - 2016



**CAREER CENTER**

**HireAggies.com**



**NOTICE:** Federal law prohibits any discrimination by an employer based on race, color, religion, sex, age, national origin, or non-job-related physical or mental disabilities. If you feel that you have been discriminated against, you should inform a member of the professional staff at the Career Center.



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# Corporate Partner Program

We recognize and value our Partners' continued support of the Career Center and their contribution to the success of our students.



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Altria

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relationships count.

# General Office Information

**Career Center Main Telephone:** 979-845-5139  
**Career Center Fax:** 979-845-2979  
**Experiential Education:** 979-845-7725

**Location:** Suite 209, John J. Koldus Building

**Website:** [HireAggies.com](http://HireAggies.com)

**Social Media:**



**Email:**

Current Students: [cc\\_advisor@tamu.edu](mailto:cc_advisor@tamu.edu)

Former Students: [fscshelp@tamu.edu](mailto:fscshelp@tamu.edu)

**Hours:**

Recruiting season (Sept to mid-Nov & Feb to mid-Apr): Mon-Fri, 7:30am-6pm

All other times: Mon-Fri, 8am-5pm

**Mailing Address:**

TAMU Career Center  
Suite 209, John J. Koldus Building  
1233 TAMU  
College Station, TX 77843-1233

During the course of the academic year, workshops and programs are offered on resume writing, interview preparation, Cooperative Education, internship strategies, salary evaluation, applying to graduate school, federal employment, and more. Access the Career Center Calendar of Events for a listing of workshop topics, dates and times, and locations! You may also view videos on these topics and find resources online.

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# Letter from the Executive Director

Dear Aggies,

Welcome to the Texas A&M University Career Center.

A&M students have much to be optimistic about. Last year's increase in demand for talented Aggies has continued this year. Two major factors contributing to this are the national reputation of Texas A&M and the strong Texas economy compared to other parts of the country.

The key to career success is for you to understand what it is you want to do and to focus your search for jobs, whether these are full-time, internship, cooperative education or summer jobs; or, similarly, to focus your search for advanced education if graduate school aligns with your interests. Take advantage of all of the resources of the Career Center. A great place to start is by scheduling an appointment with one of the Center's Career Coordinators – these advisors have both work experience and education in the majors they serve and can give you in-depth information about your career options and work closely with you to plan your career.

Remember, the Career Center serves all students, regardless of major, classification, grade point ratio, or work authorization status. The Center does not require a minimum grade point average to apply for positions listed in our online system, HireAggies. Further, we have staff members specifically dedicated to assist Former Students, regardless of graduation date and level of work experience. Former Students can access job postings and several of our online resources for life.

The Career Center is located in 209 Koldus and I invite all students to drop by and get to know me and my staff, and learn about our services. I also encourage you to find us on Facebook, follow us on Twitter, and view our videos on YouTube. We're committed to your success and we're ready and eager to help you.

Sincerely,

Dr. Leigh Turner  
Executive Director, Career Center  
Texas A&M University



## Other Resources at Texas A&M

Multicultural Services  
<http://dms.tamu.edu>

International Student Services  
<http://iss.tamu.edu>

Student Counseling Service  
<http://scs.tamu.edu>

Scholarships & Financial Aid  
<https://financialaid.tamu.edu>

Academic Success Center  
<http://successcenter.tamu.edu>

Student Activities  
<http://studentactivities.tamu.edu>

Professional School Advising  
<http://opsa.tamu.edu>

Memorial Student Center  
<http://msc.tamu.edu>

Study Abroad Programs Office  
<http://studyabroad.tamu.edu>

University Writing Center  
<http://writingcenter.tamu.edu>

Disability Services  
<http://disability.tamu.edu>

Office of Graduate and Professional Studies  
<http://logaps.tamu.edu>

Student Health Services  
<http://shs.tamu.edu>

Veteran Resource & Support Center  
<http://aggieveterans.tamu.edu>





# HireAggies.com

## What Is It?

**HireAggies.com** is Texas A&M Career Center's website. **HireAggies.com** features *Find Jobs* which is the online posting hub for all full time, internship and co-op opportunities. You have access to thousands of opportunities and 4,000+ employers! Other resources available on **HireAggies.com** include:

- A calendar of events featuring upcoming workshops, career fairs and information sessions;
- Assessments, like SIGI3, to help guide your major/career search;
- Career resources and national databases, like **CareerShift** and **Going Global**, to help you locate employers or find international opportunities;
- Resume templates and interview tools including a virtual mock interview tool to prepare you for the job search process;
- What can I do with my major and Salary Survey results to help you in the career exploration process.

## Your Profile and Why It's Important

The information you put into your profile qualifies you for access to jobs and interviews. Be sure to update your profile throughout your academic career, making note of changes in your classification, GPA or academic status.

## How to Upload a Resume and Other Documents

Click on the Documents tab and select Add New. Click Browse and select the location where your resume or document is stored. Consider labeling your resume with your first and last name; if you have multiple versions of your resume, use names that are distinct.

You can delete resumes or documents by clicking on Options within the Documents tab. Also within Options is the ability to change your default resume. Changing a default resume will only affect future resume submissions.

## Opportunities and Employer Search

Click on the Jobs tab to access all job/internship postings and interviews. There are several ways to search through the database of job postings and interviews. Under "Show Me", select "All Jobs & Interviews"; filter by position type (full time, internship, co-op) and click on Search.

To submit a resume, click on the position title of a position you are interested in. The detail that follows includes the position description, requirements and selection criteria. If you qualify (meet the selection criteria), there will be an "Apply" button on the right hand side of the position description. Click on "Apply", follow the instructions for uploading your resume and make note of any additional instructions (include cover letter or apply on company website).

To access a list of Employers that have interacted with the Career Center, select the Employers tab at the top of the page. Companies that are registered in the Career Center's database will be listed in alphabetical order.

## Events

Under the "Events" tab, you will find a list of upcoming workshops and employer information sessions. Information sessions are hosted by an employer and typically held prior to an employer's interview date. Even if you are interviewing with an employer, it is still a great networking opportunity. Several workshops are hosted by the Career Center each semester. Topics range from career fair preparation, LinkedIn, dressing for success and networking.

# Interview Process

## Pre-select

Qualified candidates submit their resumes prior to the resume submission end date for company review and selection. Pre-selected candidates sign up for interview times on a first come, first served basis. If you have been pre-selected, you will receive an email and notification on your HireAggies homepage.

## How to Set Up an Interview

Once you've clicked on the "Jobs" tab, you can choose "Interviews I Qualify For" under Show Me, in the Advanced Search option. Once you find a job description that matches your criteria, click on the Apply button and submit the appropriate documents.

If you have been selected by a company for an interview, you will be notified via email and in **HireAggies homepage** to select an interview time. On the Home screen, click on the Notification link; this will direct you to the Position Information page where you will have the option to select an interview time. Click on the Schedule Interview tab within the Interview Requests tab to select your interview time. Submit to finalize; submitted interview time requests will appear under the Scheduled Interviews tab.

In the Interview section, you may also click on the Interview Requests tab to view a list of the positions you've applied for and the current status of your request.

To schedule or change an interview time, click on Scheduled Campus Interviews. Select the appropriate interview schedule and, under Interview Details, click either Cancel Interview or Reschedule. Interviews should be cancelled no later than 48 hours prior to the date of the interview. If you are cancelling within 48 hours of your interview, call the Career Center at (979) 845-5139.

If you miss an interview, the "No Show and Late Cancellation Policy" will be enforced. The full policy is available in the Document Library tab in the Documents section.

The Career Center believes that classes and academic success come first in the lives of students. To that end, when scheduling interviews with companies, please make every attempt to schedule them at times that do not conflict with classes.

# Creating a Plan

The Career Center wants you to realize the importance and value of planning for a successful future. We recommend that you follow this action plan:

## EXPLORE

- Step 1** - Meet with your Career Coordinator.
- Step 2** - Assess your knowledge, interests, values, skills and personality.
- Step 3** - Explore and research majors, careers, and employers.

## FOCUS

- Step 4** - Plan your job search process, including resumes, interviews, and salary evaluation.
- Step 5** - Gain experience in a career-related field.

## PLAN

- Step 6** - Create professional networks.
- Step 7** - Develop your self-marketing and job search skills.

## COMMIT

- Step 8** - Start early! Implement your full-time job, internship, co-op or graduate school search.
- Step 9** - Keep abreast of career management trends.

Contact the Career Center to develop a comprehensive list of actions and tasks that you can accomplish during your freshman, sophomore, junior, and senior years as well as throughout your graduate program. This plan can serve as your checklist and as a reflection of your accomplishments. All students are unique individuals with a different set of knowledge, interests, skills, and abilities, so, expect your action plan to also be unique.



# Career Assessment and Career Advising

Not sure what you want to do? Not sure how to get started? That's okay! The Career Center is here to help! Your Career Coordinator is available to assist with your career development needs. In addition to meeting with your Career Coordinator, you might consider taking a career assessment; assessments can provide useful information about you including an understanding of your knowledge, interests, values, skills and abilities.

## SIGI 3 Career Guidance System

SIGI 3 is free to current and former students and it is available ONLINE to all students at Texas A&M University. It is divided into five sections and each section relates to a stage in making your career decision. Your Career Coordinator can review results of the SIGI 3 assessment with you.

### STARTING Section

What is SIGI 3?

- SIGI is a System of Interactive Guidance Information.
- My SIGI Plan gives you guidance on selecting a major and finding occupations related to your major.

### ASSESSMENT Section

What do I want? What am I good at?

- Evaluate your values and interests and choose your main interest fields and clarify your work-related values.
- Use the results to find occupations that match your values, interests and skills.

### OCCUPATIONAL INFORMATION Section

What occupations might I like?

- Explore occupations that you like and research occupations that relate to your particular major.

### ANALYSIS Section

Can I do what's required?

- Learn about education and/or training requirements for occupations. Information on graduate and professional school is provided.
- Learn what skills are needed for any occupation in SIGI 3 and you can rate yourself on these skills.
- Compare many occupations at a time by examining the rewards versus your chances for success.

### GETTING THERE Section

How do I put my plan into action?

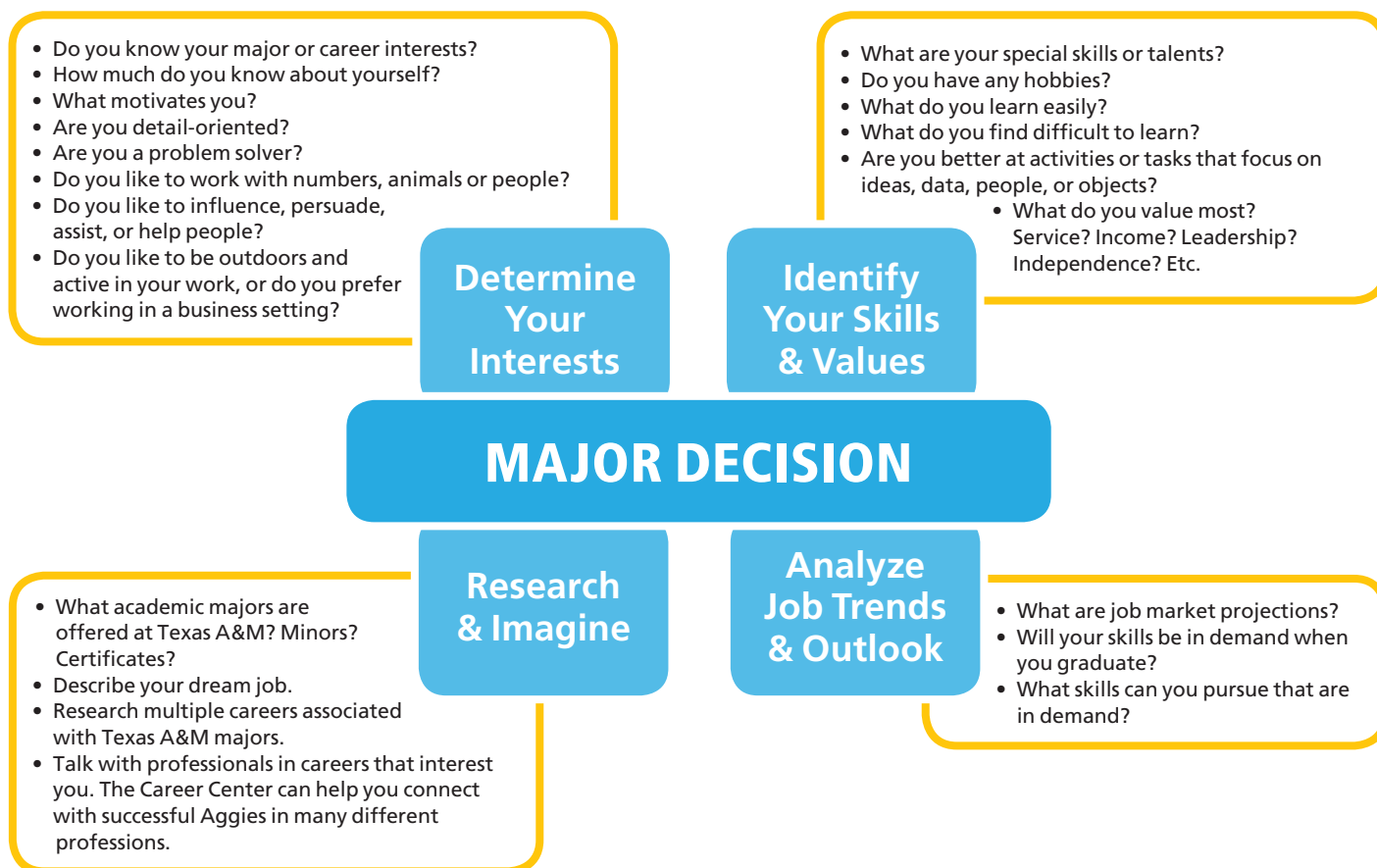
- You get practical suggestions for dealing with issues related to preparing for a career—for example: finding time and money, arranging care for others, and obtaining academic credit for what you already know.
- Helps you to decide what you should do next to move toward your career goals.
- Topics consist of: developing new skills, building a network of contacts, writing a resume and cover letter, and applying for jobs.

### TOP PICKS

The SIGI 3 system automatically organizes your list of Top 20 occupations that you have analyzed with SIGI.

# Choosing Your Major

This is a very important decision for all college students. Meet with your Career Coordinator to discuss your options and take an in-depth self-assessment to gain a better perspective of your knowledge, values, interests, skills, and personality. **Finally, keep in mind that one major can lead to many different careers, and one career can be reached through many different majors.**



## Researching Career Opportunities

There are several ways to explore career options, including:

- Talking to people in various professions;
- Participating in a formalized externship in January or job shadow program for a day;
- Arranging an informational interview to obtain an accurate perspective of the field from industry professionals ;
- Seeking hands-on experience through cooperative education or an internship position to learn more and gain experience in a particular occupation;
- Considering opportunities to work or study abroad to further broaden your experiences;

- Leveraging online resources including the **Occupational Outlook Handbook** ([www.bls.gov/ooh](http://www.bls.gov/ooh)) and **O\*Net Online** ([www.onetonline.org](http://www.onetonline.org)) to conduct research on specific careers.

In addition, online resources through **HireAggies.com** such as **My World Abroad**, **CareerShift**, and **Going Global** can provide in-depth industry information as well as very specific details about individual companies and organizations, including details about hiring processes, corporate culture and opportunities for advancement.

# STEPS TO CAREER SUCCESS

## FRESHMEN

EXPLORE

- Establish a good GPA
- Meet Career Center Advisor
- Use SIGI3 to match values and interests to potential careers
- Register for AggieExternships
- Create HireAggies account
- Join the professional society in your major

## SOPHOMORES

FOCUS

- Find Internships/Co-ops/volunteer work
- Compose resume for review
- Gather Information at Career Fairs
- Consider Study Abroad/Work Abroad
- Talk to professionals about careers

## JUNIORS

PLAN

- Attend workshops and Career Fairs
- Develop contacts in field of interest
- Participate in Mock Interviews
- Polish your resume and interviewing skills
- Utilize Aggie Network

## SENIORS

COMMIT

- Start applying for jobs immediately
- Research companies prior to interviews
- Apply for Graduate/Professional School
- Develop a back-up plan
- Attend Career Fairs
- Sharpen networking skills





# Creating an Effective Resume

The resume serves as a marketing tool to highlight your relevant experience and skills, as well as your accomplishments. Your resume will not get the job for you, but it will, if effective, result in interviews. The goals of your resume should be to:

- Show information in a concise, easy to read and understand format
- Illustrate your achievements, attributes and expertise
- Provide all relevant information necessary to allow a prospective employer to identify your transferable skills

## Chronological Resume

Lists your experiences, beginning with the most recent and/or relevant and focus on work history and activities. Each section will be organized in reverse chronological order, starting with what you are currently doing and working back in time.

## Resume Format

- One 8.5" x 11" page using Arial, Calibri, Times New Roman or Courier font (resumes for graduate students can be 2 pages)
- Font size should be no smaller than 10pt font and no larger than 12pt font (excluding your name)
- Size of your name should be between 14 and 16pt
- Margin size will vary between .7" and .9" (all 4 sides) depending on space needed
- Use resume templates available on HireAggies.com
- When sending electronically or uploading, save your resume as a PDF

## Resume Content

An employer may only spend 15 seconds to 2 minutes reviewing your resume. You want to make sure you're providing your information in a clear, concise, logical manner.

- Organize your resume in order of relevance, listing the most important, marketable information/categories first
- Your name, contact information, an Objective (if appropriate) and Education, in that order, will always be the first 3 sections of your resume

## Name/Contact Information

- Your name will always be listed first, at the top of the page; it will be the largest piece of information on the page (between 14 and 16pt)
- Include a current or permanent mailing address (street, city, state and zip)
- Include a phone number you can be reached at, preferably your cell phone. Be sure to have a professional voicemail set up!
- List a professional email address
- No need to label your information (ex. Email:..... Phone:.....)

## Objective

- Tells the reader the purpose of your resume
- Should be no longer than 2 sentences
- If seeking an internship or co-op, include the time period which you'd be available to start
- Example: Seeking a summer 2015 internship in Marketing, specifically in Public Relations

## Education

- List the institution you most recently attended (most likely will be Texas A&M)
- Include the city and state
- Provide the official name of the degree you will receive in addition to your major (ex. Bachelor of Business Administration in Marketing)
- List your graduation month and year
- Include your overall GPR (always!). You can also include a major GPR and list the higher of the 2 GPRs first
- List any minors or certificates on separate lines below your degree
- If you've attended other institutions and received 30 credit hours or more, list in reverse chronological order following your most recent institution
- Do not include high school information in this section

## Sections May Include

- Experience—could include Work, Relevant or Volunteer Experience; use your bullets to highlight what you learned, accomplished or gained. Include results, the name of the company and location as well as your position and dates of employment
- Leadership
- Activities
- Honors or Awards
- Relevant Coursework—typically listed after Education section
- Skills—computer and technological
- Languages—include skill level (ex. Fluent in Spanish-speaking, reading, writing)
- Work Authorization
- Study Abroad

## Not to be Included on a Resume

- Personal information including photographs, age or marital status
- Abstract or intangible skills (ex. Creativity, organization, communication); instead use examples to show how you've used these skills
- References—these will be available on a separate page and provided when requested by the employer. No need to include the statement "References Available Upon Request"
- High school information if after your sophomore year of college (Exceptions include achievements such as Eagle Scout or Gold Award)

# Building a Bullet

- Start with an action verb (see list on following page)
- Identify
  - What you learned
  - What you gained
  - What you accomplished
- Include results when appropriate
- Quantify! When using numbers, always show them in their number form
- The number of bullets you include for an experience will depend on the information; provide enough information so the employer knows what you're talking about but not so much they are overwhelmed with unnecessary details

# Action Verbs for Your Resume

## Management Skills

Administered	Consolidated	Directed	Increased	Motivated	Recommended	Strengthened
Analyzed	Contracted	Enhanced	Improved	Organized	Reorganized	Supervised
Assigned	Coordinated	Established	Initiated	Planned	Reviewed	
Attained	Delegated	Evaluated	Instituted	Prioritized	Scheduled	
Chaired	Developed	Executed	Managed	Produced		

## Communication Skills

Addressed	Contacted	Drafted	Formulated	Mediated	Promoted	Resolved
Authored	Convinced	Edited	Influenced	Moderated	Publicized	Spoke
Collaborated	Corresponded	Elicited	Interpreted	Negotiated	Reconciled	Translated
Composed	Directed	Explained	Lectured	Persuaded	Recruited	Wrote

## Research Skills

Analyzed	Conducted	Examined	Interpreted	Organized	Summarized
Clarified	Critiqued	Extracted	Interviewed	Researched	Surveyed
Collected	Diagnosed	Gathered	Investigated	Reviewed	Systematized
Compared	Evaluated	Identified	Located	Solved	Tested

## Technical Skills

Adapted	Calculated	Devised	Maintained	Remodeled	Standardized
Applied	Computed	Engineered	Operated	Repaired	Studied
Assembled	Designed	Fabricated	Overhauled	Replaced	Upgraded
Built	Developed	Installed	Programmed	Solved	Utilized

## Teaching Skills

Adapted	Communicated	Enabled	Explained	Guided	Instructed	Trained
Advised	Coordinated	Encouraged	Facilitated	Individualized	Persuaded	Tutored
Coached	Developed	Evaluated	Focused	Informed	Stimulated	

## Financial Skills

Administered	Appraised	Budgeted	Developed	Managed	Projected	Researched
Allocated	Audited	Calculated	Estimated	Marked	Reconciled	
Analyzed	Balanced	Computed	Forecasted	Planned	Reduced	

## Creative Skills

Acted	Created	Directed	Illustrated	Introduced	Performed	Shaped
Adapted	Customized	Established	Initiated	Invented	Planned	Solved
Composed	Designed	Fashioned	Instituted	Modified	Revised	
Conceptualized	Developed	Founded	Integrated	Originated	Revitalized	

## Helping Skills

Advocated	Clarified	Diagnosed	Facilitated	Motivated	Resolved
Aided	Coached	Educated	Familiarized	Referred	Supported
Assessed	Counseled	Encouraged	Guided	Rehabilitated	Volunteered
Assisted	Demonstrated	Expedited	Intervened	Represented	

## Clerical/Detail Skills

Approved	Coded	Executed	Monitored	Purchased	Scheduled	Systematized
Arranged	Collected	Generated	Operated	Recorded	Screened	Tabulated
Catalogued	Compiled	Implemented	Organized	Retrieved	Set up	Updated
Charted	Dispatched	Inspected	Prepared	Reviewed	Standardized	Validated
Classified	Distributed	Maintained	Processed	Routed	Specified	Verified

## More Verbs for Accomplishment

Achieved	Expanded	Reduced (losses)	Restored	Surpassed
Awarded	Improved	Resolved	Spearheaded	Transformed
Completed	Pioneered	(problems)	Succeeded	Won



## Aggie Freshman

1234 Aggie Way  
College Station, TX 77840

555-555-5555  
aggie.freshman@email.tamu.edu

### EDUCATION

**Texas A&M University**, College Station, TX  
Bachelor of Business Administration

May 20xx  
GPR: First Semester Student

**A&M Consolidated High School**, College Station, TX  
Graduated with honors; Rank: 1/500; Valedictorian

June 20xx  
Overall GPR: 4.36

### EXPERIENCE

**RE/MAX United**, Bryan, TX

July 2010 – August 2013

*Intern*

- Validated property credibility by collaborating with 6 contractors and 10 realtors
- Improved efficiency by examining over 40 lease documents for errors

**The Dance Room**, College Station, TX

January 2011 – May 2013

*Dance Teacher*, August 2012 – May 2013

- Taught 50-60 children ages 3 through 13 years of age in dance techniques
- Prepared 6 unique dance lessons including ballet, tap and jazz for basic, intermediate and advanced skill levels
- Organized and orchestrated annual recital and seasonal events for 50 students

*Assistant Dance Teacher*, January 2011 – August 2012

- Supervised 3 dance classes consisting of approximately 45 students, aiding the dance teacher in execution of lessons

### LEADERSHIP

**Student Council**, A&M Consolidated High School

September 2011 – May 2013

*Vice President*, September 2012 – May 2013

- Presided over class meetings with President
- Began planning for 10 year class reunion

*Treasurer*, September 2011 – May 2012

- Managed and tracked finances for prom, overseeing a budget of \$10,000
- Organized meetings, events, socials, and prom

**National Honor Society**, A&M Consolidated High School

September 2009 – May 2013

*President*, September 2012 – May 2013

- Planned meetings and activities including volunteer and fundraising opportunities for 35 members
- Led 8 meetings, guiding 50 members to decisions regarding organization's involvement on campus and in the community

*Member*, October 2009 – August 2012

### ACTIVITIES

**American Marketing Association**, Texas A&M University

September 2013 – Present

*Member*

### HONORS

**Hugh O'Brian Youth Leadership Conference**

October 2010 – June 2011

- Chosen as sophomore representative for high school through essay submission and teacher evaluation

**Girl's State**

June 2012

- Selected as female scholarship recipient from student body by American Legion Auxiliary through essay and interview process to represent local community

**Navasota Valley Electric Scholarship**

June 2013

- Awarded scholarship based on essay and interview process

**Chris Jones Memorial Scholarship**

June 2013

- Received scholarship based on essay, interview and transcript

### SKILLS

Proficient in Microsoft Office Word, Excel, and PowerPoint

# AGGIE NAME

1234 Hullabaloo Drive  
College Station, TX 77840

(999) 999-9999  
aggiemail@tamu.edu

**OBJECTIVE** Seeking an entry-level position that will lead to opportunities in management or sales.

**EDUCATION** **Texas A&M University**, College Station, TX May 20xx  
Bachelor of Science in University Studies – Business  
Minors in English and Psychology  
Major GPR: 3.30, Cumulative GPR 3.01

If you've attended more than one college or university, use this format for listing your education.

**Blinn College**, Bryan, TX September 20xx – August 20xx  
Cumulative GPR: 3.50  
ACHIEVEMENT: Worked full-time while in college to fund 100% of expenses

**WORK EXPERIENCE** **Office Depot**, College Station, TX May 20xx – Present  
*Copy and Print Center Manager*  
• Organize copy and print jobs, establish deadlines, and guide a team of 15 associates.  
• Partner with store management to ensure proper functionality of department.  
• Perform duties requiring efficiency and the ability to multitask under high-stress situations.  
• Complete performance evaluations of employees and provide written feedback.

**Cheddar's Casual Cafe**, College Station, TX March 20xx – April 20xx  
*Wait Staff Supervisor*  
• Trained and supervised 12 wait staff providing consistent guidance and support to employees.  
• Ensured repeat business through attentive and friendly customer service.  
• Personally responsible for monetary transactions in excess of \$2,000/day.

**LEADERSHIP** **Phi Beta Lambda**, Texas A&M University January 20xx – Present  
*Treasurer*  
• Manage annual budget of over \$30,000 including 2 scholarships awarded each semester.  
• Maintain detailed records on money collected including type of fund, date collected, amount collected, and purpose.

**Fish Camp**, Texas A&M University March 20xx – August 20xx  
First-year student extended orientation program  
*Chairperson*, October 20xx – August 20xx  
• Interviewed, selected, and managed 24 camp counselors from an applicant pool of 3000.  
• Facilitated training on leadership, communication, team building, and risk management.  
• Maintained a budget of approximately \$1,000 and contracted camp supplies and apparel.  
• Served as a liaison between university administrators, camp directors, camp counselors, and approximately 160 new students.  
*Counselor*, March 20xx – September 20xx  
• Advised and mentored 2 groups of 12-14 freshmen throughout 2 camps.  
• Provided a support system for over 100 incoming freshmen in order to ease transition into the college experience.

**HONORS AND AWARDS** **Dean's Honor Roll**, Texas A&M University Fall 20xx – Spring 20xx  
**Distinguished Student Award**, Texas A&M University Fall 20xx

**LANGUAGES** Fluent in Spanish (speaking, writing, reading)

**WORK AUTHORIZATION** Eligible to work in U.S. for xx months with Practical Training

Make your objective specific and avoid general statements and terms.

## Aggie Name

Address  
City, State Zip  
(999) 999-9999  
ita@tamu.edu

**OBJECTIVE** Seeking an entry-level position that will lead to opportunities in Technical Sales, Production, or Field Engineering.

**EDUCATION** **Texas A&M University**, College Station, TX May 20xx  
Bachelor of Science in Mechanical Engineering, Certificate in Project Management  
Major GPR: 3.32 Cumulative GPR: 2.87  
*Financed 75% of college education through employment*

**Study Abroad: University of Applied Sciences**, München, Germany June - July 20xx  
Received DAAD University Summer Course Grant to study entrepreneurship, business planning, and project management in international teams.

**ACTIVITIES** **Student Engineers' Council (SEC)**, Texas A&M University January 20xx - Present  
*Career Fair Team Leader*

- Directed successful career fair with revenue exceeding \$30,000
- Recruited 100+ volunteers for golf tournament and career fair
- Organized corporate-student golf teams for 64 companies

**TAMU Representative at SEC Convention**, New York, NY February 20xx

**Society of Women Engineers**, Texas A&M University January 20xx - Present

**Sisters of the Sword and Shield**, Texas A&M University September 20xx - May 20xx

**Texas Aggies Making Changes**, Texas A&M University January 20xx - June 20xx

**HONORS** **Pi Tau Sigma**, National Mechanical Engineering Honor Society, Texas A&M University  
**Dean's Honor Award**, Dwight Look College of Engineering, Texas A&M University

**EXPERIENCE** **Lyondell Chemical Company**, Victoria, TX January - December 20xx  
*Machinery Engineer Co-op*, September - December 20xx

- Further developed life cycle cost program and assisted in training engineers on program
- Assisted in analysis of data gathered for long range equipment reliability study
- Played a role in designing a mechanism to increase cooling for polymer gear pump bearings
- Increased knowledge of low speed gear units through attendance of Lufkin Industries Gear School
- Assisted in execution of company's world wide reliability forum through presentation development

*Machinery Engineer Co-op*, May - August 20xx

- Assisted in the development of a program to conduct basic life cycle cost analysis
- Developed an Excel database for a long range plan to increase reliability

*Reliability Engineer Co-op*, January - April 20xx

- Submitted and received approval for installation of condensate traps on air compressors
- Followed flare and rotary feeder installation during a plant turnaround
- Presented at a technical exchange on problems with double ball check valves

**Crescent Moon Family Farm**, El Campo, TX May 20xx - August 20xx  
*Farm Hand*

- Operated and maintained all equipment including combines, tractors, and four-wheelers
- Gained technical skills and production operations experience

**SKILLS** AutoCAD, AutoCAM, Microsoft Office  
Intermediate proficiency in spoken/written German

Include technical skills, special licensure or certifications and foreign language skills with level of proficiency. This can be moved higher on the page, depending on the job requirements.



## Good Aggie Upperclassman

100 Olsen Drive  
College Station, Texas 77840

(979) 555-5555  
First\_Last@aggienetwork.com

### EDUCATION

**Texas A&M University**, College Station, Texas  
Bachelor of Business Administration in Accounting  
Major GPR: 3.58; Overall GPR: 3.36

May 20xx

### LEADERSHIP

**Financial Management Association**, Texas A&M University  
*Treasurer, 20xx-20xx*

September 20xx - May 20xx

- Managed \$4,000 budget and maintained bookkeeping system for organization
- Increased cash flow by 15% by finding ways to cut superfluous spending

**Chi Omega Fraternity**, Xi Kappa Chapter, Texas A&M University  
*Vice President, 20xx-20xx*

August 20xx - Present

- Mentored and advised 200 active members regarding academic matters
- Administered meeting order and ritual
- Attained qualified speakers for 3 Chi Omega functions
- Directed spring and fall Eleusinia, the bi-annual celebration of Chi Omega's heritage
- Interpreted, administered, and amended Chapter bylaws and standing rules

*Recruitment Information Chairman, 20xx-20xx*

- Gathered and organized information on each of the 600 potential new members and presented information to the Chapter
- Tabulated all scoring and rankings of potential new members
- Co-coordinated recruitment "work week," the Chapter's preparation time one week before recruitment begins

If multiple positions have been held within an organization list beginning with the most recent and providing dates for each.

**Business Student Council**, Texas A&M University

September 20xx - Present

*Events Committee Member-Parents' Weekend Coordinator, 20xx*

- Coordinated the annual Parents' Weekend breakfast and presentation for all Mays Business School students and parents, with approximately 750 in attendance
- Supervised 4 members of the Events Committee assigned to Parents' Weekend
- Awarded Member of the Year Scholarship for 2009

### RELEVANT WORK EXPERIENCE

**Career Center**, Texas A&M University

August 20xx - Present

*Student Worker, Business Career Services*

- Deliver presentations to audiences with up to 225 attendees, reaching approximately 1,200 students yearly
- Advise students regarding resumes, major selection, job search strategies, and other career-related topics
- Assist in compiling and computing employment statistics in Excel for undergraduate business students
- Selected to serve on a student panel to discuss recruiting tactics from a student's perspective

**PricewaterhouseCoopers LLP**, Dallas, Texas

June 20xx - August 20xx

*State & Local Tax Consulting Internship*

- Assisted with a State Tax Benefit Proposal from inception to final presentation to the Executive Board
- Prepared and edited client memos regarding various steps in restructuring process
- Maintained 2 state tax matrices regarding Intellectual Property legislation and add back provisions of certain interest and intangible property
- Researched state sales tax laws regarding the taxation of pre-paid phone cards
- Organized legal documents for clients under Texas state audit

Quantify the description of your duties to give your potential employer a sense of your level of responsibility and achievement.

### SKILLS

Advanced knowledge of Microsoft Excel; Proficient in Quickbooks, Microsoft Word, PowerPoint, and Access

## Aggie Student

Address ♦ City, State Zip ♦ (999) 999-9999 ♦ abcdef@aggienetwork.com

**OBJECTIVE** To obtain a Summer 20xx internship in Biomedical or Biotechnology Research

**EDUCATION** **Texas A&M University**, College Station, Texas  
Bachelor of Science in Zoology  
Cumulative GPR: 3.19  
80% of education financed through employment  
May 20xx

**Related Coursework:**

Organic Chemistry I&II (lab)	Genetics (Lab)	Nutrition
Biochemistry I&II (Lab)	Anatomy (Lab)	Technical Writing

“Related Coursework” allows you to highlight skills, coursework and training in areas of particular interest to an employer.

**TECHNICAL SKILLS** Ion chromatography  
Electrophoresis  
Southern Blots  
DNA Extraction Technique  
HPLC  
PCR

**RELEVANT EXPERIENCE** **Department of Biology**, Texas A&M University  
*Intern (25-30 hours/week)* January 20xx - Present

- Collect blood samples from laboratory animals
- Perform glucose assays to determine correlation between glucose and T4
- Feed and care for lab animals, including turtles, fish, and sea urchins
- Maintain inventory of lab equipment and supplies

**Department of Biochemistry**, Texas A&M University  
*Undergraduate Research Assistant (20 hours/week)* January 20xx - May 20xx

- Prepared fungi samples for DNA extraction
- Performed gel electrophoresis and scored RFLPs
- Recorded data using Microsoft Excel

**LEADERSHIP** **Corps of Cadets**, Texas A&M University  
*Recruiting Officer*, June 20xx - Present August 20xx - Present

- Manage and coordinate recruiting team of 8 cadets
- Present benefits of Corps membership to prospective students
- Participate in recruiting visits to regional high schools, presenting to prospective students and families
- Received Outstanding Recruiting Award

*Gunnery Sergeant*, September 20xx - May 20xx

- Maintained discipline and managed training for sophomore class, consisting of more than 150 cadets
- Conducted weekly inspections of dorm rooms and monitored cadet behavior

*Cadre*, August 20xx - May 20xx

- Selected as one of 6 cadets to train and motivate 65 freshmen
- Coordinated class interaction within company unit

**WORK EXPERIENCE** **Sbisa Dining Hall**, Texas A&M University  
*Server/Cashier* May 20xx - March 20xx

- Trained 5 new employees in food preparation and serving
- Served food and drinks according to customers' orders
- Complied with all safety and sanitation standards to maintain clean work area

**ACTIVITIES** **The Big Event**, Texas A&M University  
• Replanted a garden and trimmed bushes for an elderly couple as part of university's community-wide service project  
March 20xx

**AIDS Services of the Brazos Valley** May 20xx - July 20xx

**HONORS** **Distinguished Student Award**  
**Texas A&M Mother's Club Scholarship**

A brief description of an activity may be necessary. Explain any Aggie specific terms.

# Creating an Effective Curriculum Vitae (CV)

A Curriculum Vitae or CV is NOT a resume. Instead, it is a professional document used to tell the story of your academic life, including research interests, teaching experience, etc. Unlike a resume, there are no space limitations and it may be several pages in length.

## Common Uses of the CV

- Graduate school admission
- Applying for graduate assistantships or scholarships
- Applying for teaching, research, and upper-level administration positions in higher education
- Grant proposals
- Publishing and editorial review boards ... and more!

## CV Format

- Use the same general guidelines as Resume format (NOTE: CVs are longer than resumes and often include multiple pages)

## CV Content (not limited to this list)

- Name/Contact Information
- Education
- Research Interests
- Research Experience
- Teaching Experience
- Professional Experience (academic)
- Professional Experience (non-academic)
- Publications
- Presentations
- Technical Skills
- Professional Affiliations
- Other information: Language Skills, etc.
- References (these should be included on the final page of the CV)

## Special Note About Education Section (include the following)

- Name of institution(s) where you obtained or are working toward a degree, listed in reverse chronological order
- Official name of degree(s)
- Master's Thesis and/or Dissertation Title(s)
- Name of advisor

# Curriculum Vitae

## AGGIE NAME VITAE

1234 Hullabaloo Drive ♦ College Station, Texas 77840 ♦ (979) 555-4445 ♦ aggiemail@dept.tamu.edu

### OBJECTIVE

Seeking a position as a researcher using background in both biochemistry and chemistry

### SUMMARY OF QUALIFICATIONS

- Three years research experience in enzyme kinetics.
- Research interests: biochemistry, pharmaceutical science, medicine, veterinary medicine, and chemistry.
- Able to work independently or as part of a team.

### EDUCATION

<b>Texas A&amp;M University</b> , College Station, Texas Ph.D., Biochemistry; GPR 3.93 Dissertation: (insert title here) Advisor: Dr. Aggie Smith	August 20xx
<b>Big State University</b> , Middletown, Indiana M.S., Chemistry, GPR 3.89 Thesis: (insert title here) B.S., Pharmacy	August 20xx  July 19xx

### RELEVANT COURSEWORK

- Enzymes, Proteins, and Nucleic Acids
- Biochemical Kinetics; Biochemical Genetics
- Pharmacology; Pharmaceutics

### RESEARCH EXPERIENCE

<i>Research Assistant</i> , <b>Texas A&amp;M University</b> , College Station, Texas	August 20xx- present
<ul style="list-style-type: none"><li>• Incorporate Tyryptophan (Trp) Analogs into the Phosphofruktokinase from <i>Bacillus stearothermophilus</i> (BsPFK).</li><li>• Studying the mechanisms of a chemotaxis system (Transmembrane Serine Receptor, Tsr) in <i>Escherichia coli</i>.</li><li>• Measure ligand-binding properties (dissociation constant and stoichiometry) of the periplasmic domain of Tsr using both fluorescence spectrometry and isothermal titration calorimetry.</li><li>• Determine the oligomeric state of periplasmic domain of Tsr using analytical ultracentrifugation and analytical gel filtration.</li><li>• Develop a spectrophotometric method using proteins on native cell membrane.</li><li>• Study the inhibition effect of ligand-bound Tsr on a complexed histidine kinase activity using coupled enzyme activity assay and radioactive assay.</li></ul>	
<i>Research Assistant</i> , <b>Big State University</b> , Middletown, Indiana	March 20xx- August 20xx
<ul style="list-style-type: none"><li>• Developed a new animal model for cardiovascular research in space: transparent tadpoles outfitted with in vivo nitric oxide sensors.</li></ul>	

### TECHNICAL SKILLS

#### Scientific:

- PCR primer design, polymerase chain reaction (PCR), reverse transcription, subclone PCR product into cloning vector.
- Plasmid construction, enzyme digestion, point mutation, amplification and extraction.
- DNA and RNA puification, elctrophoresis, Northern blot, and Southern blot.
- Construction of bacteria strain, gene knockout, Construction of expression vector, transformation, Cell Culture, Protein overexpress and purification.
- SDS-PAGE, Western blot, BCA assay, enzyme kinetic assays.
- FPLC, HPLC, analytical ultracentrifugation, spectrophotometry, fluorescence spectrometry, analytical gel filtration, isothermal titration calorimetry.

#### Computer:

- Skilled at using some computer programs to visualize and analyze protein structures, e.g. Rasmo; to do protein or DNA sequence comparison, e.g. Macvec; and to analyze and fit experimental data, e.g. KaleidaGraph, Origin, ultrascan and Sedfit etc.
- Sufficient in working with computer (Mac, PC, Microsoft Office).



# Curriculum Vitae *continued*

## TEACHING EXPERIENCE

*Teaching Assistant, Texas A&M University*, College Station, Texas

August 20xx- present

- Taught undergraduate biochemistry recitation sections.
- Prepared all lectures and exams; graded papers, exams and homework; kept office hours.

*Teaching Assistant, Big State University*, Middletown, Indiana

March 20xx- August 20xx

- Taught and prepared for undergraduate chemistry labs; graded lab papers and exams.

## PUBLICATIONS/PRESENTATIONS

**Biophysical Society Annual Meeting**, New York, New York, 20xx

Poster: "Purification and Characterization of the Periplasmic Domain of Serine Chemoreceptor"

**The Center for the Study of Biochemistry**, Houston, Texas, August 20xx

Poster: "Incorporation of Tryptophan (Trp) Analogs into the Phosphofructokinase from *Bacillus stearothermophilus*"

## HONORS & AWARDS

Fellowship A

Scholarship B

## FOREIGN LANGUAGE SKILLS

Proficient written and spoken Spanish

## PROFESSIONAL MEMBERSHIPS

American Society of Biochemistry

Southern Association of Biochemistry

## REFERENCES

Dissertation Advisor:

Dr. Aggie Smith, Associate Professor

Dept. of Biochemistry

Texas A&M University

Address

City, State Zip

(979) 555-4444

name@tamu.edu

Dr. Jane Doe, Associate Professor

Dept. of Chemistry

Texas A&M University

Address

City, State Zip

(979) 555-0000

name@tamu.edu

Dr. E. King Gill, Professor

Dept. of Athletics

Texas A&M University

Address

City, State Zip

(979) 555-7777

name@tamu.edu

# Cover Letter Outline

The employer will evaluate you as a prospective employee based upon the appearance, content, grammar and punctuation in your cover letter. When emailing a cover letter and resume, make the cover letter the text within your email and attach your resume. It is appropriate to provide a cover letter only when requested by an employer.

Your present address  
City, State Zip Code

Date

Mr./Ms. \_\_\_\_\_, title  
Name of Company  
Street Address  
City, State Zip

Dear Mr./Ms. \_\_\_\_\_:

1st paragraph - Explain why you are submitting your resume. State the position for which you are applying. Mention how you heard about the opening: newspaper, name of person who referred you, etc. (basically, who you are, what you want and why).

2nd paragraph - State why you would be qualified for the position; mention specific qualifications or experiences you have that may be pertinent to the position. Tell of any particular interest you have in the company, location, or position. Point out relevant information that may not appear in your resume.

3rd paragraph - Express interest in an interview; indicate best time to contact you or suggest you will call to set up an interview time. Your closing should encourage a specific action by the reader.

Sincerely,

5 lines

(Handwritten Signature)

Typed Signature



# Cover Letter Example

1234 University Way  
College Station, Texas 77843

August 12, 20xx

Ms. Jane Davis, Vice President  
XYZ Corporation  
1234 Business Plaza  
Houston, Texas 77123

Each letter should be prepared individually; using form letters is not advised. Address letters to the individual directly involved in interviewing candidates; make every effort to discover the name of the person who will make the hiring decision.

Dear Ms. Davis:

I appreciated the opportunity to learn more about XYZ Corporation during your campus information session on July 8, 20xx. As a senior Sociology major at Texas A&M University, I was impressed by XYZ's commitment to community partnerships and your reputation as a leader in your field. I also enjoyed the opportunity to speak with several former students currently working at XYZ, including John Smith, who enthusiastically described the variety of projects he has completed over the past four years. Because of your industry success, your dedication to community service, and your leading-edge projects, I am very interested in pursuing a position within your organization.

Currently, I am serving as an intern with City of Dallas, Texas. In addition to my internship, I have served as the Vice President of Membership for the Alpha Phi Omega service fraternity. This group participates in a number of recruiting activities to maintain and continually increase membership, including several new programs that I initiated over the past two years. As a result of these new programs, membership has increased for Alpha Phi Omega by 8%.

In closing, I am genuinely interested in a position with XYZ Corporation. I look forward to having the opportunity to meet with you and to discuss my qualifications further. You may contact me at 123-456-7890 or [aggiemail@tamu.edu](mailto:aggiemail@tamu.edu) if you have any questions or would like additional information.

Thank you very much for your time and consideration. I look forward to hearing from you soon.

Sincerely,

*Josephina Aggie*

Josephina Aggie

# Thank You Letter Example

1234 Aggie Way  
Houston, TX 77123

October 15, 20xx

Ms./Mr. Xxxxxx  
Manager, Retail Giant  
1234 Retail Way  
Houston, TX 77123

Follow up with a thank you note to anyone who spent time with you, even the person coordinating the visit.

Dear Ms./Mr. Xxxxxx,

Thank you for your time during your recruiting visit to Texas A&M University on October 14, 20xx. During my interview, I was excited to learn more about the Innovative Management Trainee program with Retail Giant. It is a wonderful opportunity and I look forward to hearing from you.

As we discussed, I will be graduating in December with a Bachelor's degree in Agricultural Economics. Complementing my education, I have worked over the past five years in the retail sector in various positions, including sales clerk and assistant manager. I am confident that this combination of education and experience provide me with the relevant skills to successfully complete Retail Giant's program and to become an effective leader within your organization.

Again, thank you for your time and for your interest, Ms./Mr. Xxxxxx. The interview reinforced my strong desire to become a part of your management team, and I eagerly await the next step in this process. I can be reached by phone at (281) 123-4567 or by email at Aggie@tamu.edu should you have any questions or need additional information.

Sincerely,

*Joe Aggie*

Joe Aggie

Send a thank you note by mail or email within 48 hours.



# References

References should be written on a separate page from the resume and should list complete contact information including the person's organization/title, address, telephone numbers and email, if permission is given to use it. Include your name and contact information at the top of the page exactly as it appears on your resume. Select references who have seen you in action and can talk about your skills, experience, and accomplishments.

Persons used as references can be employers, professors, advisors and any professional individuals who know you well. Do not use relatives as references. **Always ask for permission first before using someone as a reference.**

## Aggie Name

123 Spring Loop, #1234  
College Station, TX 77123  
(979) 123-4567  
aggiemail@tamu.edu

Use the same  
header as on your  
resume.

Dr. Xxxx  
Professor  
Texas A&M University  
College of Agriculture and Life Sciences  
109 Kleberg Bldg.  
2402 TAMU  
College Station, TX 77843  
(979) 123-4567  
xxxx@tamu.edu

Mr. Yyyy  
Supervisor  
Mead Paper  
2705 Market Street  
Chillicothe, Ohio 45601  
(419) 123-4567  
yyyy@mead.com

Ms. Zzzz  
Department Manager  
Johnson Controls, Inc.  
4527 Appleton Drive  
Sparks, MD 21152  
(301) 123-4567  
zzzz@employer.com

Be sure to offer your  
list of references to the  
recruiter, particularly  
during an interview.

# Gaining Experience

Gaining work experience and practical skills as a student is a necessity if you expect to be successful in obtaining the job you want after graduation or being admitted to graduate/professional school. It is never too early to start gaining experience.

Employers are more eager to hire an applicant who has taken the initiative to gain exposure to the working world. These experiences can be either paid or unpaid. Volunteer work, summer employment, externships, cooperative education, independent research classes, work abroad, and internships are all forms of experiential learning. To learn more about what types of opportunities are available before you graduate, visit the Career Center and talk with a Career Coordinator in Experiential Education.

## Types of Experiential Education

### Internships

An internship, either domestic or international, usually occurs in the summer and relates to a student's major or area of interest. Internships are a good way to gain experience in your field and see a snapshot of the industry.

#### Quick FAQs on Internships:

- May or may not receive academic credit, as determined by your major department or internship program.
- One term, normally in the summer.
- May be paid or unpaid.
- May involve fees for international programs.

#### Requirements:

- Set by your major department and the employer for which you work.

#### How to get started:

- Make an appointment with your Career Coordinator.

See "Finding Your Internship/Co-op" on page 29 for more information.

### Cooperative Education

Cooperative Education is a planned and supervised work experience that allows students to earn both money and academic credit. Co-op is **not** a summer-only program. It offers you an option of taking on more challenging assignments and projects during the fall/spring semesters, with the potential for completing up to 3 work terms with an employer. Co-op is an excellent way to gain in-depth hands-on experience.

#### Quick FAQs on Co-op:

- Receives academic credit **for each work semester**.
- Can be 1, 2, or 3 work terms.
- One-on-one job search assistance.
- Always paid.

#### Requirements:

- 2.5 to 4.0 overall GPR.
- 30-45 hours completed before first work term.
- Co-op faculty advisor approval.

#### How to get started:

- Attend a Co-op Orientation. Dates and times are at [HireAggies.com](http://HireAggies.com). Click on events calendar.

### Work Abroad

More students at Texas A&M are seeking opportunities to gain international work experience. Texas A&M partners with international education programs to provide students with structured experiences in locations such as Dublin, London, Madrid, Singapore, Sydney, and more.

Typically, programs like these have application processes that include essays, interviews and, almost always, early deadlines. We encourage you to think about and begin planning for international experiences early on in your academic career. It is recommended that you speak with an advisor in the Study Abroad office.

### Summer Jobs

A summer job may or may not be related to your major. You should start this job search early in the fall rather than waiting until spring. If you are looking for a summer job in the Bryan/College Station area, you will want to contact Financial Aid as they have a database of on- and off-campus positions. You may also choose to contact companies directly about summer opportunities.

### Externships

Externships provide an opportunity for a one-day visit to employers in your field of study. Explore specific careers, make professional connections, and gather first-hand experience from professionals. For more information visit [HireAggies.com](http://HireAggies.com) and click on AggiExternships.

### Volunteer Work

Volunteer work is an excellent way to gain experience in certain career fields. Some organizations are not able to hire interns or part-time staff and use volunteers to perform many functions. If you consider volunteering, make sure that you obtain adequate information about the duties you will perform and are able to gain as much practical experience as possible.

# Finding Your Internship/Co-op

## When to Begin Your Search

Ideally, you should begin no later than two semesters before the term you would like to work—for summer jobs preparation begins in the fall. If you plan to search for a position through on-campus interviews, you should apply in both fall and spring semesters.



## How to Begin Your Search

- Talk with your academic advisor about when an internship/co-op would fit into your degree plan.
- Decide on some parameters for your search.
  1. Do you want a summer, fall or spring job? In which academic year(s)? What location(s)?
  2. What are your skills and abilities? Think of skills you have used in the classroom, special projects, extracurricular activities or volunteer work (writing, researching, analyzing, coordinating, managing, etc.).
  3. List five of your academic interests. Why have you chosen your major? What type of experience would complement your academic studies?
  4. In what industry or industries do you have an interest (government, high-tech, nonprofit, retail, etc.)?
- Determine what you want to gain from your work term (personal goals, learning objectives, etc.).
- Attend Career Center workshops and panel programs.
- Begin by targeting several organizations. Start with 10 to 20. If you are unsure of the particular company you wish to target, the Career Center has many good resources that detail companies in certain industries.
- Research the organizations using company website and other on-line resources such as CareerShift.
- “Pare down” the firms to which you will apply, according to how their programs coincide with your goals and objectives.
- Develop a system to track your search.

## Applying for an Internship/Co-op

- If the position is posted on HireAggies.com, follow instructions on posting your resume, making note of and following any additional instructions.
- If applying through company website, complete all parts of the application.

## Utilizing All Resources

- Discuss opportunities with **advisors and professors** within your major department.
- See employers at the numerous **career fairs** held on campus each year. Attend career fairs both in and outside your college. Talk with **Former Students** who share your major or who are employed in your industry of choice. (AggieNetwork.com --> Find an Aggie).
- Contact your network of friends, family and professors. Let them know you are looking for an internship.
- Look for companies in your chosen industry by using resources on **HireAggies.com**.
- Obtain company lists from the **Chambers of Commerce** in the regions you are considering.
- Utilize the Career Center’s online resources such as Internships USA, Internships.com, and **HireAggies.com**.
- Become active in campus chapters of **professional societies**.
- Look at the staffing or employment section of a **company website**.
- Personally contact the employers that interest you.

# Career Fairs and Career-Related Events Offered at Texas A&M

At least 20 career fairs are sponsored by the Career Center each academic year. For additional information including date changes and locations, look under Events on our website at [HireAggies.com](http://HireAggies.com).

## January

- Engineering Career Fair
- SBSLC Campus-wide Career & Graduate School Fair, Southwestern Black Student Leadership Conference

## February

- Agriculture Career Exposition
- Business Career Fair
- Construction Science Career Fair
- Geosciences Career Fair
- Health Professions Symposium
- Horticulture Career Fair
- Landscape Architecture & Urban Planning Career Fair
- Liberal Arts Career Fair
- National Veteran Career Fair and Conference
- P.A.I.D. Industrial Distribution Career Fair
- Recreation, Park and Tourism Science Career Fair
- Retailing Career Fair
- Volunteer Opportunities Career Fair

## April

- Education Career Fair

## September

- Agriculture Career Exposition
- Business Career Fair
- Construction Science Career Fair
- Engineering Career Fair
- Overseas Day
- P.A.I.D. Industrial Distribution Career Fair
- Retailing Career Fair
- Sciences Career Fair
- Volunteer Opportunities Career Fair

## October

- Graduate & Professional School Day
- Law School Caravan

## November

- Camp Day
- Education Career Fair

### A General Word About Career Fairs

Career Fairs give employers an opportunity to put their company or organization on display to students and university officials. It also serves as an information exchange venue for the employer representative and a prospective employee. By attending career fairs students meet face-to-face with an employer in a neutral setting that is far less threatening than the interview. This is an ideal situation for the student, because this is where you can ask everything you ever wanted to know about a particular employer.



# Networking

No doubt you have heard of “networking”, but do you know what it really is and how it can help you? Simply, networking is the process of gathering helpful information from a group of contacts to assist you in planning your career. Through this process, you can build personal contacts that will help you to learn firsthand about your career options and connect you to potential employers. You don’t have to know scores of people who are all incredibly important. Anyone can network successfully—all it takes is preparation, a modest investment of your time, and enthusiasm. And, as an Aggie, you are already a step ahead of other college students because you are a member of one of the world’s largest and most effective networks—the Aggie Network!

## Getting Started

**1** **Develop a list of potential contacts.** These can be fellow classmates, former students, parents and other family members, parents of classmates, professors, advisors, current and former employers, guest speakers, Career Fair representatives, members of professional associations, other organizations to which you belong, and web-based networks.

**2** **Decide what your purpose will be in contacting your network and develop your list of questions.** If you are in the early stage of career planning, then you may be exploring major or career directions. If you are in the latter stage of career planning, your purpose is to obtain information on how to conduct your job search and obtain job leads.

**3** **Carefully review what you have to offer and what you are seeking.** Knowing yourself better will enable you to speak easily and with more self-assurance to your contacts, and it will help you to make the right match with jobs and employers. Examine your achievements, professional and personal interests, and important values.

**4** **Practice introductions of yourself that you will use in meeting your networking contacts.** You will want to use a shorter thirty-second introduction for situations such as career fairs and receptions when there is little time to talk. A longer sixty-second introduction works well during a meeting with one of your networking contacts.

**5** **Identify networking resources and venues.** The Association of Former Students offers various opportunities for networking including A&M Clubs, events such as tailgates and Find an Aggie (the online directory), through which you can identify helpful contacts by occupation, major and location. Professional and trade associations often have valuable websites to help you identify businesses and individuals as well as events that can connect you to individuals within your industry of choice. The Career Center also has a number of resources online, including CareerShift, that can help you identify potentially valuable contacts.

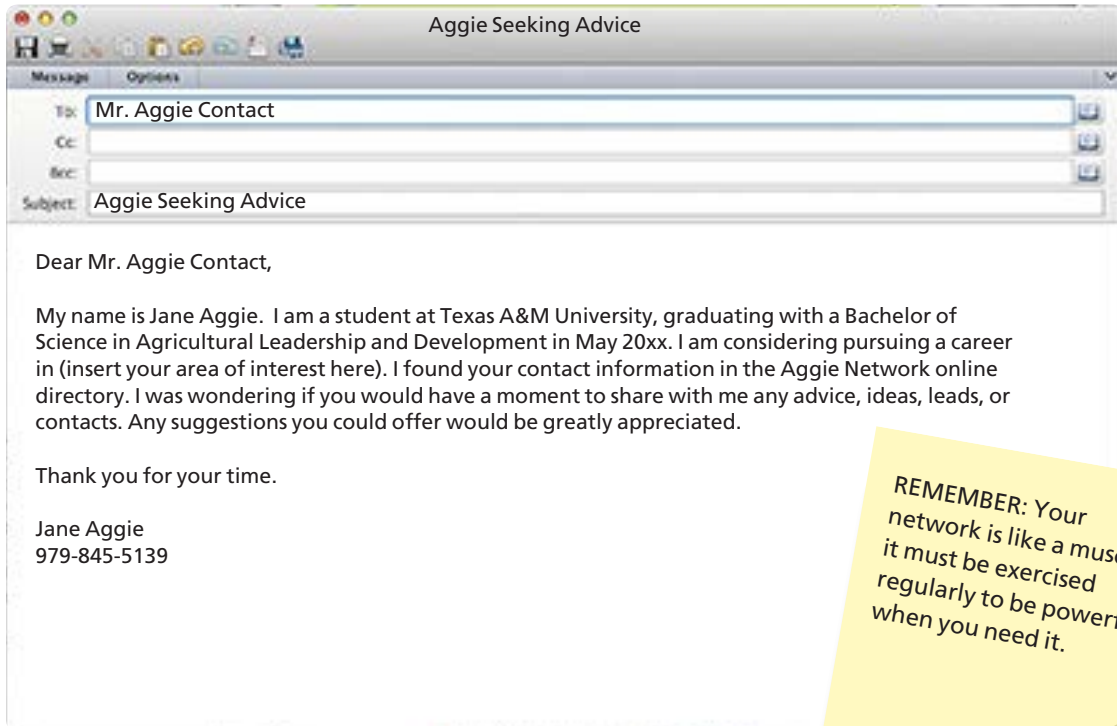
## Networking Benefits

- Focus your choice of major or career direction. Get the inside story (both positive and negative) from those who are actually working in the industry.
- Obtain advice about your job search. Speaking with those in your career field can help you develop strategies for learning about job openings.
- Validate your choice of career. Confirm whether or not your chosen major is right for you before you pursue your career.
- Improve your interviewing skills. Take the opportunity to speak with a variety of professionals about your career interests and goals. This will help you become more comfortable engaging in conversations with contacts, and it will improve your interview questions and answers.
- Uncover information about a specific employer or job. Websites and printed literature can only give so much information. Go beyond these resources and learn about the organization’s culture and expectations.

Join the  
AggieNetwork  
Group on LinkedIn!

# Networking Email

After identifying a networking contact, send an email (to an individual only—no group mailings) or call the person to let them know the purpose of your communication. **DO NOT** send them your resume at this point!



**REMEMBER:** Your network is like a muscle; it must be exercised regularly to be powerful when you need it.

## Informational Interviewing

Conducting informational interviews can help you gain information about specific career paths as well as broaden your professional network. Once you have identified networking contacts, and sent them a networking email, the next step is to conduct an informational interview in order to gather advice, develop your network, and obtain insight from a professional. Plan to **LISTEN** more than you speak!

### Sample Informational Interview Questions:

- How did you get to where you are today?
- What skills and core competencies are needed in your profession?
- If you were starting your career today, what would you do differently?
- What can I do to make myself marketable for this career?
- What advice do you have for someone like me?

During informational interviews, **DO NOT ASK FOR AVAILABLE POSITIONS OR JOB OPENINGS**. When building your network, you start by making contacts that will eventually lead to job opportunities.

Remember to send thank-you notes or emails immediately following the interview.

# Starting Your Search (Job or Internship)

At this stage, it is assumed that you have made headway through the career development process. This is the point where you are ready to pursue your career goals with the implementation of a well-organized job search. Before starting your search for a job or internship, you may choose to research the job market and assess current job market trends. Once you have completed this, you will be ready to develop your job search strategies.

## Job Market Trends

Will there continue to be a need for workers in the occupation you want to enter? What work environment would you choose, and do you have alternatives? It is important that you are knowledgeable about the job market outlook and how it relates to current trends in society. Websites such as the Occupational Outlook Handbook ([www.bls.gov/ooh](http://www.bls.gov/ooh)), the Career Center ([HireAggies.com](http://HireAggies.com)) and the National Association of Colleges and Employers ([www.nacweb.org](http://www.nacweb.org)) can provide up-to-date articles and statistics.

## Campus Recruiting and the Job Search

### Search for Your Job Early

You should search for full-time employment opportunities at least three semesters prior to graduation. The longer you wait, the more interviews and opportunities you will miss. Campus recruiting information is typically made available prior to the first week of each semester. Many employers interview in the fall semester for December, May, and August graduates for both full-time positions, co-op and summer internships. Recruiting also takes place in the spring for May and August graduates.

### Learn how to effectively use our online recruiting system EARLY!

Visit [HireAggies.com](http://HireAggies.com) and click on Workshops on Demand to learn how to access our online recruiting system and use its resources most effectively. Instructions on how to navigate the system, submit resumes and schedule interviews are available. If you have any questions, come by the Career Center to speak to a member of our staff. You can access our information 24 hours a day from [HireAggies.com](http://HireAggies.com).



Utilize the computers in the Career Center:  
Mon - Fri: 8am - 5pm

You will incorporate networking, career fairs, campus recruiting, and other employment sources as strategies for getting the job you want. If attaining your career goal will require an advanced degree, then getting into graduate or professional school should also be a part of your strategy.

# Professional Etiquette

Your academic knowledge and skills may be spectacular, but do you have the social skills needed to be successful in the workplace? Good professional etiquette indicates to potential employers that you are a mature, responsible adult who can aptly represent their company. Not knowing proper etiquette could damage your image, prevent you from getting a job and jeopardize personal and business relationships.

## Meeting and Greeting

Etiquette begins with meeting and greeting. Basic rules will help you get ahead in the workplace:

- Always rise when introducing or being introduced to someone.
- Provide information in making introductions—you are responsible for keeping the conversation going. "Joe, please meet Ms. Crawford, CEO at American Enterprise, Inc., in Cleveland." "Mr. Jones, this is Kate Smith, a senior majoring in computer information systems at Northwestern University."
- Unless given permission, always address someone by his or her title and last name.
- Practice a firm handshake. Make eye contact while shaking hands.

## Dining

Remember that an interview is always an interview, regardless of how relaxed or informal the setting. Anything that is said or done will be considered by the interviewer.

In order to make a good impression during a lunch or dinner interview, make sure you:

- Arrive on time.
- Wait to sit until the host/hostess indicates the seating arrangement.
- When ordering, keep in mind that this is a *talking* business lunch. Order something easy to eat.

Social skills can make or break your career. Employees have to exhibit a certain level of professionalism and etiquette in their regular work day, and particularly in positions where they come in contact with clients. Be one step ahead—practice the social skills necessary to help you make a great first impression and stand out in a competitive job market.

- Wait to eat until everyone has been served.
- Keep hands in lap unless you are using them to eat.
- Practice proper posture; sit up straight with your arms close to your body.
- Try to eat at the same pace as everyone else.
- Take responsibility for keeping up the conversation.

## Eating

Follow these simple rules for eating and drinking:

- Start eating with the implement that is farthest away from your plate. Remember to work from the outside in.
- Season food only after you have tasted it.
- Pass salt and pepper together—even if asked for only one.
- Pass all items to the right. If the item has a handle, such as a pitcher, pass with the handle toward the next person.
- While you are speaking during a meal, utensils should be resting on plate (fork and knife crossed on the plate with tines down).
- Don't chew with your mouth open or blow on your food.

The interviewer will usually take care of the bill and the tip. Be prepared, however, if this doesn't happen and have small bills ready to take care of your part, including the tip. Never make an issue of the check.

*Excerpts from an article written by Jennie Hunter, retired professor, Western Carolina University.*



# Clean Up Your Social Media Identity

The social media profiles of job candidates are an area of scrutiny for recruiters. In fact, there are now even online research analysts who will comb the internet for damaging information on a firm's applicants. (On the flip side, there are "scrub services" that will clean up a job hunter's digital footprint.) Here are some simple ways to take a DIY approach to scrubbing your online presence.

## Google Your Name

Search for your name online occasionally to see what comes up, or set up automatic name alerts at Google.com/alerts. You may discover results for many people with your same name, possibly with embarrassing or outrageous content. To find the real "you," try tweaking your name (e.g., Sam versus Samuel) or add some additional identifying modifiers (perhaps your city or school).

Search for your name on all the networks to which you've ever belonged, including Facebook and YouTube. (Recruiters check everywhere.) After a thorough review, ask yourself: *Will this social media profile foster callbacks, interviews and job offers?* If not, keep reading.

## Keep Some Mystery

"Most new grads grew up texting, Skyping, Tweeting, Facebooking and reading or creating blogs," says Jenny Foss, who operates Ladder Recruiting Group in Portland, Ore. "Older, more experienced competitors aren't 'native social media people.'" That's the plus; the minus is you have to shift your mindset from "impressing the guys" to "promoting myself as a polished professional."

Foss recommends you adjust the privacy settings on your accounts. But you're not safe even then since companies can change privacy policies. When possible, it is better to remove negative or overly private content than hide it.

## There's No Swimsuit Competition

Recruiters will judge you by your profile photos. Do they tell the right story? "Don't post sexy photographs of yourself online. Don't even be too glamorous. That's a really big turnoff to employers," says Vicky Oliver, author of *201 Smart Answers to Business Etiquette Questions*. "Dress in photos as you would in an interview."

Remove unflattering pictures, videos, and unfavorable comments you've posted on social networks. Post a high-quality headshot, the same one across all platforms. **Important:** Don't forget to check out photos where friends have tagged you on Facebook. If you're pictured at a party with a drink in hand, delete the tag. Adjust privacy settings to prevent that from happening again.

## Blot Out the Bitter

Have you ever gone online while under the influence or in a foul mood? Bad idea. "Whatever you wouldn't do at the networking event, don't do online," says Oliver. Some examples of social media gaffes: Posting about parties, dates, getting into posting wars with your friends, or using obscenities, faulty grammar, typos, or cryptic texting shortcuts.

"I personally would never put a thumbs-down sign on someone's comment," Oliver says. "I would not write anything negative, no snippy commentary at all."

## Content You Should NEVER Share

*These may seem really obvious, but people lose jobs (and job offers) every day because of them:*

- Don't refer to a company by name; they may get alerts when mentioned online.
- Don't complain about your job or boss.
- Refrain from making snarky comments about co-workers or customers.
- Don't reveal your drug/drink habits.
- Never make discriminatory or inflammatory remarks.
- Don't share intimate relationship details.
- Don't brag about skipping work, playing games or sleeping on the job.
- Do not broadcast an employer's confidential information.

## Get LinkedIn

This is the single best social media platform for job seekers because of its professional focus. Some savvy employers are now even requesting LinkedIn profile info as part of the job application process. One of the most powerful aspects of this profile is the recommendations from previous bosses and co-workers. Testimony from others is proof positive of your professionalism.

Make good use of keywords and set up links between all your social media profiles. LinkedIn, Facebook, Twitter, and Blogspot all rank high in Google searches.

## Witness Protection Program

Some job seekers are so concerned about privacy they've gone into lockdown mode and blocked all of their profiles. Unfortunately, that makes recruiters wonder what they're trying to hide. Plus, many of them seek employees with social media skills, so cleaning up what's out there is usually better than shutting it down.

## What Would Your Mother Say?

Many career coaches and recruiters say that the rule of thumb for social media content is: Would you want your mother or employer to see it? No? Then don't post it.

"Self-censorship is the main key," says Alexandra Levit, author of *Blind Spots: The 10 Business Myths You Can't Afford to Believe on Your New Path to Success*. "Always think before you post, because if there is a single person out there who you don't want to see your content, I guarantee it will get back to them."

You may be too close to the situation to judge what's appropriate or not, so it can be helpful to have a second pair of eyes to look over your profiles. Select someone who's about the same age as your target employers, experienced in your field, or at least in the hiring process.

## Netiquette Tips

Dan Schwabel, a personal branding expert and author of *Me 2.0*, offers these tips to keep your digital reputation clean:

- Don't over-promote yourself or people will get turned off.
- Do share industry insights, useful resources, quotes and facts with your audience.
- Don't send your resume to employers on Facebook.
- Do build a relationship through tweeting before you email blindly.
- Don't come to an interview without researching the company and the hiring manager online, using LinkedIn first.

*Written by Jebra Turner, a former human resources manager, who writes about career issues, and other business topics. She lives in Portland, Ore., and can be reached at [www.jebra.com](http://www.jebra.com).*

*Need help with your LinkedIn profile? Schedule an appointment with your Career Coordinator today!*

# The Interview

In all interviews, you must make a good first impression. This means arriving on time, being properly dressed and groomed, and exhibiting positive non-verbal behavior (firm handshake, good eye contact, smile and confident presence). It is difficult to recover from a bad beginning, so make your first impression a positive one.

## The Art of Interviewing

In order to be successful at interviewing, learn and apply these steps:

1

### Know your product – YOU!

Your product is your knowledge, skills, energy, accomplishments and personality. You should make your potential employer fully aware of your value.

2

### Know your customer's needs

You must research the employer needs and the industry opportunities. Gather this information through the Career Center, employer presentations, career fairs, business and government publications, the Internet, and networking with people.

3

### Make a great first impression

Initial impressions are critical. The interviewer will take note of your appearance, manner, energy level, enthusiasm and confidence, so make the most of those first few minutes.

4

### Show how you can fulfill the needs or solve the problems

Convince the interviewer that you can be of great service in solving his/her problems and/or furthering the success or increasing the effectiveness of the organization. There was something in the job description that made you submit your resume to the company. What was it?

In preparing for interviews, participating in a mock interview can be most helpful. [HireAggies.com](http://HireAggies.com) provides an online mock interview tool that you can use to enhance your job interviewing skills. It creates a compelling and realistic "simulated interview" experience where you are asked challenging questions and must respond, just as you would in a real job interview.

# Common Interview Styles

## One-on-One, Traditional Interview

This is the most common type of interview. The interview consists of a series of questions that may or may not be standardized. The best preparation for this type of interview is to research the employer and the industry prior to the interview.

## Serial Interview

This is a variation of the traditional interview technique that involves a series of sequential interviews with several interviewers. Usually, the interviewers have hiring authority, and may become your future manager(s). You should treat each person you meet as if he/she were a key player in the decision-making process.

## Group/Panel Interview

Panel interviews are becoming more common as organizations encourage more teamwork and group decision-making. This type of interview typically occurs at the employer's location. The panel may include three to ten people, possibly more. Each person may have been assigned a specific area of questioning. Your strategy should include equal eye contact with each person, with special attention to the individual who asked the question.

## Stress Interview

This interviewing technique is less common, but may be used. The technique tests a candidate's ability to be articulate while under pressure. An example would be an interviewer who speaks quickly and aggressively, perhaps opening with "Why should we hire you?" Should you encounter a stress interview, project self-assurance. It will be easier if you understand that it is a test.

## Case Method Interview

This type of interview involves questions in which you will be asked to solve hypothetical industry-related problems. These problems will be similar to the ones the organization may encounter during their regular course of business. The interviewer is not necessarily seeking a "correct" answer to the problem, but wants to evaluate your problem-solving and analytical reasoning skills. Be prepared to justify your answer and walk the interviewer through your solution step-by-step. You may have to ask questions of the interviewer if you feel you do not have adequate information to arrive at a logical solution.

## Behavioral Interviewing

The behavioral interview is based on the premise that the best way to predict your future performance is to determine and evaluate your past behavior. Review the job description to see what behaviors are evident. First, an employer determines a profile of desired behaviors. Some behaviors and characteristics employers may attempt to measure include:

- customer service
- stress tolerance
- initiative
- communication
- planning
- organization
- problem-solving
- teamwork
- leadership
- flexibility
- motivation

In this type of interview, the recruiter asks an open-ended question designed to stimulate recollection of a situation that would lead to a desired behavior. Some examples of situations that may provoke desired or undesired behaviors are:

- balancing/prioritizing several tasks within a short period of time.
- working with an unproductive or uncooperative colleague.
- finding better ways to perform a task.

The interviewer asks for an overview of the situation, including the candidate's role, other players involved, key events and the outcome. Not every outcome will be positive and, in those situations, it is important to include what you learned and what you would do differently next time.

The acronym "STAR" provides a guide for formulating answers for behavioral questions.

Describe the **Situation** in which you were involved.

What were the **Results** of your actions?

Describe the **Task** to be performed.

**STAR**  
*method*

What was the **Action** you took?

## Differences Between Behavioral and Traditional Interviews

- During the behavioral interview, the recruiter will ask for specific details, not theories or generalizations about events and actions.
- In a behavioral interview, the recruiter will focus on actual past actions and will follow-up with questions such as, "Looking back on this experience, what would you do differently?"
- In a behavioral interview, the recruiter tends to be more interactive and probing.
- The behavioral interview tends to be longer.

# The Day of the Interview

1

Arrive at the interview early! Allow plenty of extra time for parking, walking, inclement weather, and that one last look in the mirror before you go in for your interview.

2

Be aware of the importance of a good first impression. The first five minutes are critical. Your appearance should be professional, smile, show enthusiasm, maintain good eye contact, and give a firm handshake.

3

Upon entering the interview room or office, take the lead from the interviewer. Take a seat when and where he/she asks. Sit comfortably, but appear attentive and not overly relaxed (e.g., do not slouch back in the chair).

4

Carry an attractive portfolio (black, or brown leather) and include extra copies of your resume, references, and transcript. Also include questions on a notebook pad that you may want to refer to later in the interview. Do not, however, take extensive notes during the interview.

5

Listen carefully to the questions being asked and answer them completely! Stay focused on the question and be careful not to ramble.

6

Memorize the key selling points you want to present in the interview. Be prepared for the appropriate time to communicate these.

7

Select and be prepared to describe situations and events that you have dealt with effectively, in case the interviewer asks behavioral questions.

8

Develop at least 3-5 well-stated questions that you will ask the interviewer about the job or the organization. Write questions on a notepad in your portfolio, and refer to these when asked.

9

Avoid discussing salary, vacation or benefits until the interviewer initiates the discussion.

10

Don't provide a salary expectation until you have researched the average rate for someone with your qualifications. If pressed, give a general salary range.

# Sample Interview Questions

## Traditional Interview Questions:

- Tell me a little about yourself.
- Why did you choose Texas A&M?
- Why did you choose your major?
- Which courses did you find most difficult? Why?
- What would you like to be doing five years from now?
- What has been your greatest accomplishment?
- Describe your greatest strengths and weaknesses.
- Would you rather be in charge of a project or work as part of a team?
- What have you learned from the jobs you have held?
- What interests you most about this job/this company?
- What is the most difficult situation you have faced?

## Case Interview Questions:

- A chain of grocery stores currently receives its stock on a decentralized basis. Each store deals independently with its suppliers. The president of the chain is wondering whether the firm can benefit from a centralized warehouse. What are the key considerations in making this decision?
- A magazine publisher is trying to decide how many magazines she should deliver to each individual distribution outlet in order to maximize profits. She has extensive historical sales volume data for each of the outlets. How should she determine delivery quantities?
- You are visiting a new client who sells golf balls in the United States. Having had no time to do background research, you wonder what is the annual market size for golf balls in the U.S. and what factors drive demand. You have 15 minutes before your meeting. How would you go about answering these questions?

## Behavioral Interview Questions:

- Describe the best/worst team of which you have been a member.
- Tell me about a time when your course load was heaviest. How did you get all of your work done?
- Give me a specific example of a time when you sold someone on an idea or concept.
- Describe a time when you had to make a decision that was not popular with the group.
- Tell me about a time when you were creative in solving a problem.
- Describe a time when you got co-workers or classmates who disliked each other to work together.
- Tell me about a time when you made a bad decision.
- Describe a situation when you had to request help or assistance with a project.
- Tell me about a time when you failed to meet a deadline.
- Tell me about a situation that required you to be assertive in getting your point across.

## Stress Interview Questions:

- What kinds of people do you find it difficult to work with?
- What are some of the things you find difficult to do?
- How would you evaluate me as an interviewer?
- What interests you least about this job?
- How do you handle rejection?
- What is the worst thing you have heard about our company?
- See this pen I'm holding. Sell it to me.

## Questions to Ask Employers

It is acceptable to write 3-5 key questions on a notepad that you will carry with you into the interview. They should be intelligent, probing questions that will help you to get the information you need to make an informed decision. By researching the organization and the industry, you can develop good questions. The interviewer will recognize the extent of your research.

1. Please describe the duties of the job for me.
2. What kinds of assignments might I expect the first six months on the job?
3. Does your company encourage further education?
4. How often are performance reviews given?
5. What products (or services) are in the development stage now?
6. Do you have plans for expansion?
7. What are your growth projections for next year?
8. Have you cut your staff in the last three years?
9. How does the company view creativity and individuality?
10. How does this company differ from its competitors?
11. Is your company environmentally conscious? In what ways?
12. In what ways is a career with your company different than others?
13. Is this a new position or am I replacing someone?
14. What is the largest single problem facing your staff (department) now?
15. May I speak to the last person who held this position?
16. What is the usual promotional time frame?
17. Does your company offer either single or dual career-track programs?
18. What do you like best about your job/company?
19. Once the probation period is completed, how much autonomy and authority will I have in decision making?
20. Has there been much turnover in this job area?
21. Do you fill positions from the outside or promote from within first?
22. What qualities are you looking for in the candidate who fills this position?
23. What skills are especially important for someone in this position?
24. What characteristics do the achievers in this company seem to share?
25. Is there a lot of team/project work?
26. Will I have the opportunity to work on special projects?
27. Where does this position fit into the organizational structure?
28. Does your company offer opportunities to incorporate assignments with your international division in the career path?
29. What is the next course of action? When should I expect to hear from you or should I contact you?



# Behavioral Questions Worksheet

Below are sample behavioral interview questions. Refer to the Behavioral Interview section on page 37 for information about the Behavioral Interview as well as details on the STAR approach to answering behavioral interview questions.

**Describe the best/worst team of which you have been a member.**

Situation \_\_\_\_\_

\_\_\_\_\_

Task \_\_\_\_\_

\_\_\_\_\_

Action \_\_\_\_\_

\_\_\_\_\_

Results \_\_\_\_\_

\_\_\_\_\_

**Give me a specific example of a time when you sold someone an idea or concept.**

Situation \_\_\_\_\_

\_\_\_\_\_

Task \_\_\_\_\_

\_\_\_\_\_

Action \_\_\_\_\_

\_\_\_\_\_

Results \_\_\_\_\_

\_\_\_\_\_

**Describe a time when you had to make a decision that was not popular with the group.**

Situation \_\_\_\_\_

\_\_\_\_\_

Task \_\_\_\_\_

\_\_\_\_\_

Action \_\_\_\_\_

\_\_\_\_\_

Results \_\_\_\_\_

\_\_\_\_\_

**Tell me about a time when you failed to meet a deadline.**

Situation \_\_\_\_\_

\_\_\_\_\_

Task \_\_\_\_\_

\_\_\_\_\_

Action \_\_\_\_\_

\_\_\_\_\_

Results \_\_\_\_\_

\_\_\_\_\_

**Describe a situation when you had to request help or assistance with a project.**

Situation \_\_\_\_\_

\_\_\_\_\_

Task \_\_\_\_\_

\_\_\_\_\_

Action \_\_\_\_\_

\_\_\_\_\_

Results \_\_\_\_\_

\_\_\_\_\_

# The Company Office Visit/Site Interview

The company office visit is an important step in the candidate's interview process. Its purpose is two-fold. First, it allows for an in-depth assessment of the candidate by company recruiters, and second, it gives the candidate the opportunity to see the environment of the company, its employees, and its culture. The office visit typically takes place later in the recruitment process, following a first or second round interview.

## Preparation

- Ask for your itinerary before you arrive.
- Know the company well! Do your research and your homework to make it evident that you know as much information as possible about your prospective employer. Take advantage of company websites, brochures, annual reports, and sources of public information to gather data.
- Review the job description before the office visit. This interview will be more focused on your skills and experience as they apply to that job description. You will be asked more technical, job-specific questions than were asked during the initial interview.
- **Always take more copies of your resume and other relevant documentation, even if you've already given your interviewer a package.** Also, documents such as letters of recommendation are appropriate to bring with you.
- Prepare good and insightful questions. Keep in mind that recruiters hear the same standard questions from candidates every day.
- Remember who you spoke to during your pre-office visits and what role they played. Refer to those people by name in the office visit interview.
- A site visit usually involves many interviews with a number of different people. You may be asked the same or similar questions by several individuals. It is important to answer consistently.

## Making Travel Arrangements

- Before leaving on your trip, know the name and phone number of your contact and be sure you understand the directions to the facility. If possible, make a trial run before the actual appointment time.
- In some cases, employers may provide transportation from the hotel to the office site. Get information regarding when and where you will be met.
- If traveling by airplane, determine if you will need to arrange your own transportation from the airport.
- It may be best to carry on any luggage instead of checking it; you may arrive at your destination only to find that your checked luggage has gone elsewhere. Dress appropriately during your travels. You never know who may meet you at the airport.
- When you check into your hotel, always check for messages. Your recruiter may have updated the schedule for you. Ask the hotel staff about checkout times.
- **ALWAYS** be on time. It's better to arrive early than late. Arriving early also gives you time to relax and do some last minute preparation.

## Expenses

- Often, office visit trips are pre-paid by the company. On occasion, depending on the company structure, they may ask you to pay for some of the expenses initially and submit an expense report for reimbursement.
- Once your office visit is scheduled, simply ask your recruiter how the company prefers you to handle your trip expenses.
- Always collect receipts for your expenses, even if the company prepays.

- Use common sense and good judgment on your expenses. Hotel movies, expensive dinners, or alcohol on a receipt will not make a good impression on your prospective employer.
- Have cash with you for cash-only services, such as tips and taxi fares. Bring a major credit card for emergencies, meal expenses, or car rental.

## Things to Look for During the Office Visit

- Evaluate the overall attitude of the employees in the office—Are the people happy? Tense? Overworked?
- Look for enthusiasm in the workplace—Are the employees genuinely excited about their company and what it represents?
- Assess the general organizational culture and comfort level—Do you feel comfortable with your surroundings? Is it a culture you respect?

## Community

- Request information from the local Chamber of Commerce or Visitors Bureau about the area.
- Get an apartment or home guide from the Chamber or you can usually find them in the local grocery store.
- Feel free to ask about housing, lifestyle, and cost of living with your recruiters during the office visit. Recruiters like to see that you are planning ahead with these issues.



### Tips to Keep in Mind

- Dress in business attire unless informed otherwise.
- Be courteous to everyone—they'll all be providing feedback!
- Refrain from drinking alcohol during recruiting social events or meals.
- Exhibit table manners during meals.
- Remember meal conversations are still part of the interview.
- Be prepared with all the pertinent information for past employment and references in case there are forms to fill out.
- Bring extra resumes and transcript, and portfolio with paper and pen.

# Closing the Interview

## The Screening Interview

- Get a commitment about the next step.
- Ask how you'll be notified.
- Express your strong interest in the job and the employer.
- Request a business card.
- Send a thank you note by mail or email within 48 hours.

## Office Visit/Site Interview

Make sure...

- All of your questions have been answered or addressed.
- You have a thorough understanding of the role you would play in the company.
- You have a realistic understanding of the job.
- You have a business card or written contact name for everyone you met during your visit.
- You evaluated the company's behavior, environment, and culture.
- You asked for the next step.
- Follow up with a thank you note to anyone who spent time with you, even the person coordinating the visit.

## The Potential Offer

There is a good possibility that you will receive a formal offer during or immediately after your office visit. It is typically a good idea to ask for time to consider the offer and to provide the company with a date by which you will respond. This gives you time to reflect before making a decision.

NACE Standards allow for 2 weeks to consider an employment offer from a company.

# Job Search Ethics

# 1

## Do not lie—ever.

From your resume, to your cover letter, to the interview, honesty is the best policy!

# 2

## Be sincere.

Only apply and interview for jobs you are truly interested in. Remember, the recruiter's time is just as valuable as yours.

# 3

## Fulfill interview commitments.

If you schedule an interview with an employer, show up! If you need to cancel, do so as soon as possible (preferably at least two business days prior to the interview time).

# 4

## Do not renege.

Once you accept a job offer in good faith, you should 1) stop all interviewing, 2) notify other employers recruiting you that you accepted another offer, and 3) fulfill your commitment in the job offer you accepted.

# 5

## Communication is key.

If you have decided to no longer pursue an opportunity, bow out early AND let someone know! Simply not calling back or avoiding contact with the company is unacceptable.

# 6

## Ask the Career Center!

If you find yourself questioning a situation and not sure what the "right thing" is, come and see us at the Career Center!

# Offers, Salary/Compensation Evaluation and Negotiation

You've had a successful interview with Company XYZ and just received a job offer. Congratulations! You have now moved to the next stage of the recruitment process, salary negotiation.

## First Things First. The Offer!

Whether you've received an internship or job offer, the company should provide a written letter or email with details of the position offered.

- Position title
- Salary/compensation
- Start date
- Supervisor's name
- Deadline to respond

If benefits (health insurance, vacation/sick leave, wellness programs) are not specified, ask your liaison for this information. It can be helpful when evaluating the offer.

## Compensation Defined

When referring to **compensation**, we are referring to the total compensation value of an offer. This would include your salary, health insurance, benefits (sick and vacation time) as well as bonuses or performance incentives. When referring to **salary**, we are referring to the cash value of the wages you receive annually.

When evaluating your offer(s), consider the criteria you used when searching for a job. How many of these criteria are present in the job offer? If you need more time to consider an offer, do not be afraid to contact the employer to ask for an extension in your deadline.

Once you've decided to accept the offer, provide your acceptance to the company in writing. Also let any other companies you were interviewing with know that you've accepted an offer and would like to withdraw from their recruitment process.

## Keys to Salary Negotiation

Do not negotiate your salary unless there is truly a valid reason for doing so. Reasons to negotiate your salary include:

- If you have specific skills relevant to the position that are above and beyond what a typical candidate would have
- If you are relocating to a community with a higher cost of living
- If the salary offered is significantly below the average paid to A&M students with your qualifications (See [HireAggies.com](http://HireAggies.com) for average salaries by major)

Be aware that negotiating simply because you want to earn more money may have a significant negative impact on you in the hiring process.

## Things to Keep in Mind:

Salary discussions should begin only after you've received a defined job description. This usually happens once the interview process has been completed and a job offer has been extended.

Job offers from companies should be extended in writing and job offer acceptances or declines should be provided to the company in writing. All job offers deserve a written response back to the company.

Don't be the first one to bring up salary. Let the employer establish the first benchmark and initiate the conversation.

Always provide a range when discussing salary and be prepared to accept a salary on the lower end of that range.

Conduct salary research before beginning negotiations. Leverage the job description in your research as position titles are not the same across companies and industries.

Research the cost of living for the marketplace you'll be living in and estimate a budget to determine the minimum salary you'll need to

meet your obligations. Take into account expenses, taxes, insurance and savings allotment when building your budget.

If salary is not negotiable or it is fair based on industry standards, consider negotiating other elements of your benefits package including vacation time, signing bonus (if applicable), relocation stipend (if applicable), start date and performance review timing.

**IMPORTANT NOTE:** It is a violation of Texas A&M's and the Career Center's code of ethics to continue in the job search/recruitment process once you have accepted a job offer.

# Graduate School: Checklist

## 12 months prior:

- Develop a list of 5-7 programs you are interested in applying to.
- Research the programs, making note of average GRE/GMAT scores, average GPR, application and admission deadlines, required materials to be included in your application and name and contact information, for each program.
- Consider potential sources of funding including professional organizations, the programs/schools you're applying to, graduate assistantships and fellowships and government agencies.
- Register for the GRE or GMAT exams depending on the program requirements.
- Outline and draft your personal statement.

## 9 months prior:

- Set up meetings with your professors and faculty members in your department. They can serve as your references, discuss program requirements and help you develop your personal statement.
- Narrow down the list of programs you are interested in to those to which you will submit applications.
- Schedule campus visits to schools you are interested in to learn more about the programs.
- Take the online free version of the GRE (or GMAT) test to determine how much studying you'll need prior to taking the actual graded exam. Be aware that taking the exam multiple times can reflect poorly on you as an applicant and could delay the application process (you can only take the exam once per calendar month and so many times in a calendar year).
- Build a timeline of all dates including exam dates, application deadlines and admission dates. Make note of instructions and addresses; applications materials may not go to the same address.

## 7 months prior:

- Finalize draft of your personal statement and have it reviewed by the University Writing Center and the Career Center.
- Have all GRE/GMAT scores sent to the appropriate programs.
- Secure at least 3 letters of recommendation from your professors or other faculty members.
- Request transcripts from all institutions (except high school) you've attended and send them to the schools where you've applied.

## 6 months prior:

- Follow up with those who are writing letters of recommendation for you to remind them of deadlines; provide a stamped envelope with the address of where the letter should be sent if a hard copy of the letter of recommendation is required.
- Fill out applications, completing a draft version first, and then submitting the final application at least 4 weeks prior to the application deadline. Keep a copy of each application submitted for your records.

## 3-4 months prior:

- Confirm that the programs you applied to received your application materials.
- Schedule interviews as appropriate and send thank you notes to all you meet with.

## Month of:

- After receiving acceptance into a program, inform the other schools of your decision.
- Update those individuals who assisted during the process and send thank you notes to those who wrote letters of recommendation.

*Well done!*



# Writing a Personal Statement

1

## Answer the questions asked

- Find questions in each application that are somewhat similar.
- Don't be tempted to use the same statement for all applications. Customize your answer for each individual application.

2

## Tell a story

- Think in terms of showing or demonstrating through concrete experience.
- Make your statement fresh, lively and different to distinguish yourself and make yourself memorable.

3

## Be specific

- Back up your statements with specific examples or reasons.
- Be sure your desire to obtain your prospective career is logical, the result of specific experience that is described in your statement.

4

## Find an angle

- Figure out a way to make your story interesting. Finding an angle or a "hook" is vital.

5

## Concentrate on your opening paragraph

- Grabbing the reader's attention in the opening paragraph is vital. This paragraph is the framework for the rest of the statement.

6

## Tell what you know

- Be specific. Use the language professionals use to convey your knowledge of the field.
- Refer to experiences such as work, research, courses and professional readings, and explain why you are suited for it.

7

## Avoid certain subjects

- Avoid references to experiences or accomplishments in high school or earlier.
- Avoid potentially controversial subjects (for example, controversial religious or political issues).

8

## Do research

- Identify and capitalize on the attributes that set your choice apart from other universities or programs. Mention the values these characteristics have on your interest in attending this school.

9

## Write well

- Be meticulous. Type and proofread your essay very carefully.
- Express yourself clearly and concisely.
- Adhere to stated word limits.

10

## Avoid clichés

- Avoid cliché statements such as stating on your medical school application that you are "good at science and want to help people." This is not expressing an original thought.

## Questions to Think About When Writing Your Personal Statement

1. How did your pre-college education influence your decision to pursue graduate study in your field?
2. How has your college experience influenced your decision?
3. How has your work experience influenced your decision?
4. Who has had the most influence on your decision to pursue graduate study? In what ways?
5. What situation has had the most influence on your decision?
6. What personally motivates you to pursue graduate study in this field?

The typical personal statement should be 2-3 double spaced pages or 500-700 words. A good outline to follow—

Paragraph 1—A personal human-interest story

Paragraph 2—Your academic interests and achievements

Paragraph 3—Your relevant work and/or research experiences

Paragraph 4—Your career interests

Paragraph 5—Why you are interested in this particular school

Paragraph 6—The qualities you will bring to this school

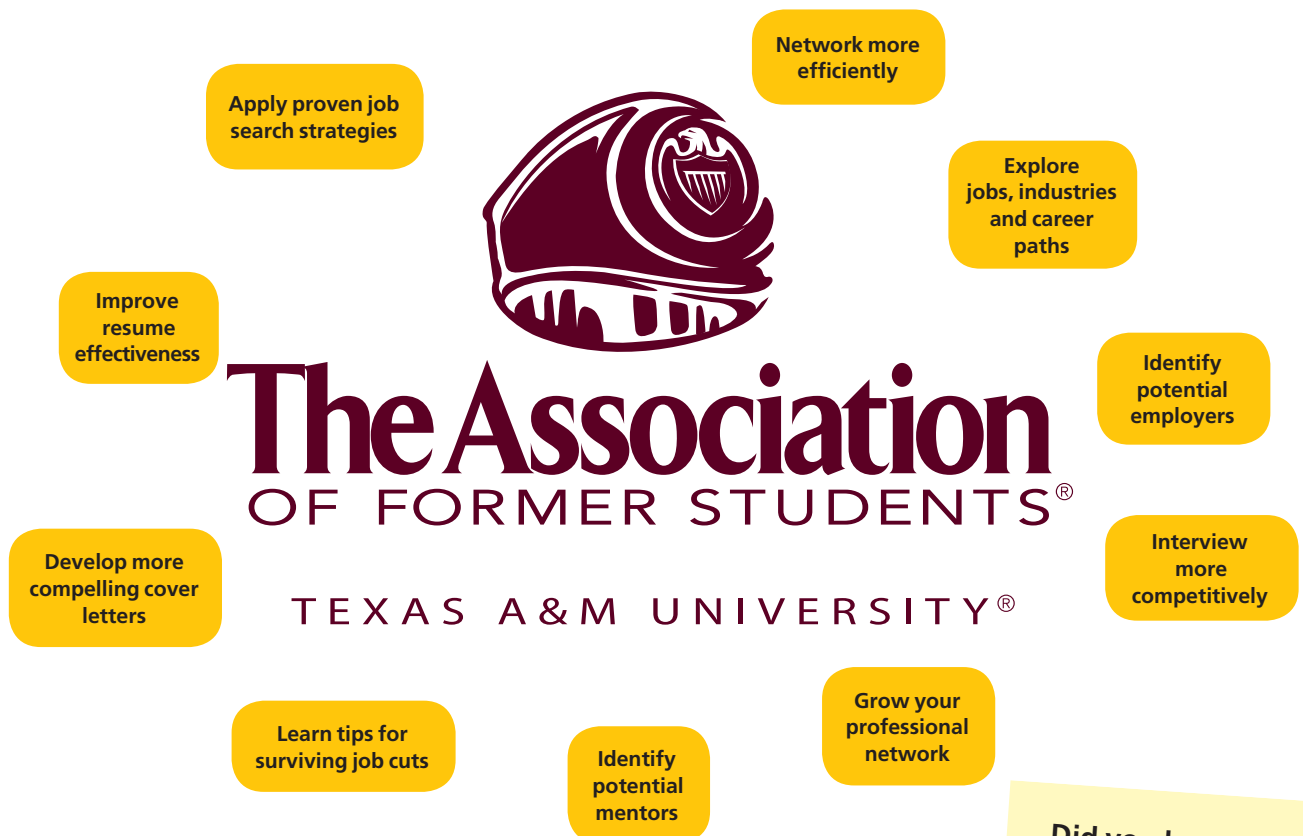
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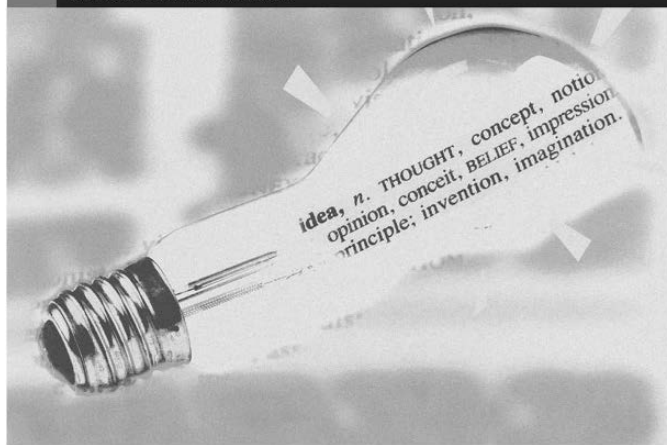
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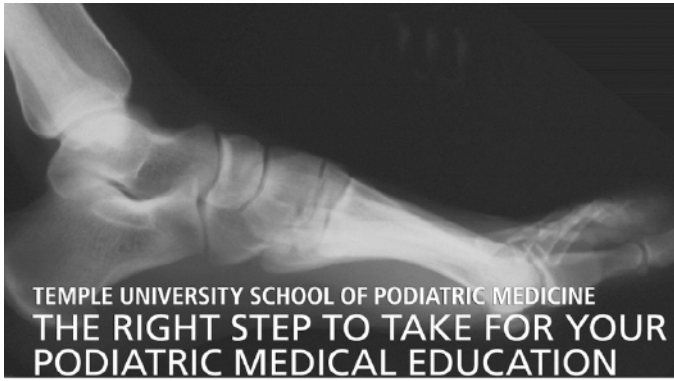


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